



**AUTHORIZATION REQUEST  
SAMPLE FOOD AND/OR BEVERAGE DISTRIBUTION**

**SAVOR...** has the exclusive food and beverage distribution rights within **Chesapeake Energy Arena and the Cox Convention Center**. Exposition sponsoring organizations and their exhibitors may distribute **SAMPLE** food or non-alcoholic beverage products with written authorization **ONLY**.

**GENERAL CONDITIONS:**

- Items dispensed are limited to products manufactured or produced by the exhibiting firm.
- All items distributed are limited to sample sizes:
  - a. Beverages limited to maximum of 2 oz. Containers.
  - b. Food items limited to "bite size": (1 oz. or less).
- Use of cooking equipment must have prior approval of the Chesapeake Energy Arena and Cox Convention Center.
- Show management or exhibitor is responsible for securing an Oklahoma City Health Permit and a Special Event Permit License. Permits must be obtained in order to distribute food and beverages.
- Standard fees for storage, handling, delivery, etc. will be charged where applicable.
- Food and beverage items used as traffic promoters (i.e. coffee, popcorn, bottled waters, sodas, bar service, etc.) **MUST** be purchased from **SAVOR**. Please contact our Catering office with questions on traffic promotions items, please see numbers listed below.
- The applicant named below acknowledges they have sole responsibility for use, service, and disposition of such items in compliance with all applicable laws. State law prohibits the sampling and distribution of alcoholic beverages. Accordingly, the applicant agrees to indemnify and forever hold harmless **SAVOR..., Chesapeake Energy Arena & Cox Convention Center, the City of Oklahoma City** and its agents from all liabilities, damages, losses, costs or expenses resulting directly or indirectly from their use distribution or other dispensed food and beverage items.

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Name of Event \_\_\_\_\_ Event Date(s) \_\_\_\_\_

Firm Name \_\_\_\_\_ Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Booth # \_\_\_\_\_

On Site Contact \_\_\_\_\_ Title \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

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Product(s) you wish to dispense \_\_\_\_\_

Size of portion to be dispensed \_\_\_\_\_ Quantity Distributed \_\_\_\_\_

Proposed method of dispensing and reason for offering samples \_\_\_\_\_

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**SERVICES REQUIRED:** Please notify **SAVOR...** at (405) 604-9853 or fax (405) 602-8505 regarding any special services or requests related to your sample distribution. A state tax applies to all charges and service charge where applicable.

**NOTE:** All samples **MUST** receive prior approval and confirmation from the Show Manager, **SAVOR...** and Chesapeake Energy Arena and Cox Convention Center. Exhibitors who do not comply will be asked to remove the items from the facility.

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APPROVED \_\_\_\_\_  
Director of F&B, **SAVOR...**

APPROVED \_\_\_\_\_  
Sales Manager, **SAVOR...**

**PLEASE RETURN TO OUR CATERING OFFICE  
AT LEAST TWO WEEKS PRIOR TO THE START OF THE SHOW.**



## **FOOD AND BEVERAGE POLICIES**

### **GENERAL FOOD AND BEVERAGE GUIDELINES**

1. No outside food and beverage may be brought into the Cox Convention Center without prior permission from the Director of Food and Beverage and General Manager. This includes all bottled water and any other bottled drinks.
2. Concession stands and kitchen facilities may not be used by exhibitors.
3. No outside alcohol may be brought into the Cox Convention Center. Savor with SMG is in control of all alcohol distribution within the building.
4. If you have an event in which alcohol is served you will be required to staff a minimum of one security and/or police officer staff member per entrance/exit of your event to ensure that alcohol remains in the event area. Number of security personnel will be at the sole discretion of the SMG staff and will be based on the type of event, length of event, number of attendees, and amount of alcohol being sold.
5. All non-alcoholic soda and water beverages must be products of the Coca-Cola Company, per an agreement with Coca-Cola, without exceptions. This includes Coca-Cola, Diet Coke, Coke-zero, Sprite, Dasani water, or any other Coca-Cola company products.
6. The exhibitor and/or show management is responsible for adhering to all City of Oklahoma City and Oklahoma County Health Department requirements. It is the responsibility of Show Management and the vendor to contact Oklahoma City County Health Department to obtain the required permits and licenses in accordance to the city, county and state health regulations. Contact information for the Health department is: For more detailed information about Oklahoma health codes please visit [www.cchd.org](http://www.cchd.org)

Oklahoma City-County Health Department  
2401 NW 23<sup>rd</sup> Street, Ste. 2G  
Oklahoma City, OK 73107  
[www.occhd.org](http://www.occhd.org)

Special Events Health Specialist  
Kyle Walker  
405-425-4371

# **SAMPLING PROCEDURES COX CONVENTION CENTER OKLAHOMA CITY, OKLAHOMA**

## **GUIDELINES FOR EXHIBIT FOOD SERVICE – SAMPLING – SELLING – DONATED**

The Cox Convention Center retains the exclusive right to operate all concessions in the building. In recognizing the purpose and nature of some exhibitors and or shows associated with the food industry, the Cox Convention Center will permit the serving of food and beverage in an exhibition in accordance with the following guidelines.

1. Show management shall not sell exhibit space to any exhibitor for the purpose of selling food, beverages, or confections which is strictly prohibited.
2. Sampling will be permitted only for the purpose of promoting the product being sampled. The exhibitor must represent the sampled product either as a manufacturer, producer, or broker and be present during all exhibition hours.

Small bowls of candy or related items distributed will be permitted in booths and shows only if it does not interfere with concession items.

3. Sampling is permitted only during regular exhibition hours and not in conjunction with functions outside of the licensed area.
4. Samples are allowed only in sample sizes. A “guide” to recognize sample sizes is as follows.

<b>½ oz</b>	<b>-</b>	<b>Candies and Confections (wt)</b>
<b>1 oz</b>	<b>-</b>	<b>Pastries and Cheeses (wt)</b>
<b>2 oz</b>	<b>-</b>	<b>Bulk foods such as meats (wt)</b>
<b>3 oz</b>	<b>-</b>	<b>Soups, stews, chowders, &amp; gumbos (fl. oz)</b>
<b>4 oz</b>	<b>-</b>	<b>Approved soft drinks &amp; juices (fl. oz)</b>

There are obviously some items to be sampled that are not listed above which can be considered individually. The intent is to fairly manage the promotion of these exhibited product samples.

5. The exhibitor and/or show management is responsible for maintaining proper sanitary service conditions, hauling and disposal of bulk wet trash, the proper disposal of grease, water and other liquid refuse.
6. The exhibitor and/or show management is responsible for adhering to all City of Oklahoma City and Oklahoma County Health Department requirements. It is the responsibility of Show Management and the vendor to contact Oklahoma City County Health Department to obtain the required permits and licenses in accordance to the city, county and state health regulations. Contact information for the Health department is:

Oklahoma City-County Health Department  
2401 NW 23<sup>rd</sup> Street, Ste. 2G  
Oklahoma City, OK 73107  
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Special Events Health Specialist

7. Donated food and beverage shall have the prior approval of the Food and Beverage Director and the facility General Manager or Assistant General Manager.
8. **Appropriate fees will be charged for donated food and beverage on a per head basis.** Exceptions will be approved on a case by case basis for press conferences, media lounges, and volunteer or similar events.
9. Clients who wish to provide free drinks to exhibitors, volunteers, etc. will be charged for soft drinks at reasonable rates established by the Food and Beverage Director.
10. All non-alcoholic soda and water beverages must be products of the Coca-Cola Company. This includes to Coca –Cola, Diet Coke, Coke-zero, Sprite, Dasani water, or any other Coca-Cola company products.

### **Alcoholic Beverage Sampling Guidelines**

1. Samples of alcoholic beverages, non-alcoholic beverages (beer) and wine are allowed only in the following sizes. All sample sizes are in accordance with the Oklahoma City A.B.L.E. Commission. **The alcoholic beverages, non-alcoholic beverages (beer) and wine must be approved by Food and Beverage Director. Liquor will not be allowed to be sampled unless provided in a Mixed Drink.**  
  

<b>4 oz</b>	<b>-</b>	<b>Approved beers, malt beverages, and coolers (fl. oz)</b>
<b>2 oz</b>	<b>-</b>	<b>Wine and Champagne (fl. oz)</b>
<b>2 oz</b>	<b>-</b>	<b>Mixed Drink (Margaritas, Daiquiris, etc...) (fl. oz)</b>
2. The exhibitor and/or show management is responsible for adhering to all City of Oklahoma City Ordinances, Oklahoma State Statutes, and the rules and regulations set forth by the Oklahoma A.B.L.E. Commission, as well as, following all guidelines set forth by SMG's Alcohol Awareness Program.
3. At all events that sample alcoholic beverages, non-alcoholic beverages (beer) and wine for consumption, Alcohol Awareness Officers must be in attendance and are chargeable to the events expense at the rate of \$25.00 an hour per officer. The amount of officers used will be determined by the type of event and number of locations that alcoholic beverages, non-alcoholic beverages (beer) and wine are served. The Cox Convention Center requires one officer per 3 locations serving alcoholic beverages, non-alcoholic beverages (beer) and wine.
4. All clients permitted to distribute alcoholic beverages, non-alcoholic beverages (beer) and wine must commit to only serving patrons 21 years of age or older. Use of proper identification of all guests sampling alcoholic beverages, non-alcoholic beverages (beer) and wine are strictly enforced. Serving to the point of intoxication is strictly prohibited.
5. Sampling of alcoholic beverages, non-alcoholic beverages (beer) or wine are limited to food trade shows only and must have prior consent of the Director of Food and Beverage.
6. All vendors offering sample alcoholic beverages, non-alcoholic beverages (beer) or wine must be properly licensed by the ABLE Commission and must have said license visible at all times.

# **CATERING POLICIES**

## **Outside Catering Policies Open Catering Policies and Procedures**

Should you decide to bring in another caterer for your event, that catering must be approved by our Director of Food and Beverage and certain criteria must be met. The Food and Beverage Director will ensure that all selection criteria are satisfied prior to placing a catering company on the approved caterers list. The food and beverage office manager will utilize the retention criteria to maintain and update the approved caterers list. All forms required to be added to the approved caterers list is in Appendix D of the handbook. The Food and Beverage office phone number; (405) 602-8534, Steven Tamborello Director of Food and Beverage office number; (405) 604-9853.

1. Caterers place on the approved caterers list will be required to complete the following:
  - Notify the Food and Beverage department of the event that you will be catering.
  - Letter of Authorization for catering service which defines the terms and conditions of the caterer's use of The City of Oklahoma City facilities. The Letter of Authorization can be found in appendix D of the handbook.
  - Certificate of Liability Insurance for \$1,000,000.00 Listing SMG, OCCPA, John Q. Hammons Hotel and LP, The City of Oklahoma City, and The Cox Convention Center named as an additional Insured.
  - Copy of current Oklahoma Sales Tax Permit.
  - Copy of current Oklahoma State Department of Health License.
  - Last Consumer Protection Food Inspection Report of Oklahoma State Department of Health.
  - Copy of Certified Food Service Operator License.
  - Copy of the catering invoice.
2. Either the Caterer or a designated decision-making representative of the caterer must be present throughout the catered event.
3. The permitted, whether the caterer or the client, shall book all space for function, through the Cox Convention Center booking department.
4. The following catering fees of 20% for food service will be charged to the caterer. Percentage is based on final catering bill.
5. Caterer will pay a deposit of 50% of the original client estimate PRIOR to catered event. The total balance of final invoice, less deposit will be paid no later than 3 business days after catered event. A late fee will be assessed with failure to comply.
6. The caterer shall abide by all State, County, and city laws, as well as SMG and The City of Oklahoma City policies and procedures.
7. Customer Relations-SMG and the City's clients always come first. Any problem with a client shall be handled with dignity and respect at all times. If a client has a complaint that cannot be resolved by the caterer, the facility management must be immediately informed of the circumstances and reasons why the complaint cannot be resolved.
8. Personal Appearance and Hygiene – The caterer's employees shall be in uniform when appropriate and shall maintain a neat, clean and well groomed appearance at all times.
9. Caterer agrees to collect and remit 100% of all applicable Oklahoma Sales to the Oklahoma Tax Commission on services billed.
10. The Caterer shall provide a performance bond when such a bond is required by the Cox Convention Center for large events.
11. All alcohol will be done by Savor with SMG.

## **DONATED FOOD & BEVERAGE POLICY**

The serving of donated food and beverage service must have the prior written approval of the Food and Beverage Director and the facility General Manager. A copy of the approval will be maintained by the Food and Beverage division with a copy forwarded to the facility General Manager.

Exceptions will be made for samples that are given away by individual booths at trade shows and for trade show receptions where product is provided by various exhibitors. Any food item that is sold in concession stand during said event will not be allowed as a sample. Exceptions will be made on a case-by-case basis for certain events.

## **FEES**

In addition to space rental and equipment fees, the following Food and Beverage fees shall be charged on a per attendee basis. The total fee assessed shall be based on the higher of either the client's guaranteed persons to be served or the official attendance as determined by the Cox Convention Center Event Coordinator and Food and Beverage Representative. The appropriate fee category shall be determined solely by the Food and Beverage Manager.

## **DONATED FOOD AND BEVERAGE FEES**

Receptions/ Hospitality	\$1.00 per attendee
Box Lunches, Continental Breakfast	\$1.50 per attendee
Buffet/ Cafeteria Line	\$2.00 per attendee
Full Service Sit Down Meals \$2.50 per attendee	\$2.50 per attendee
Coffee/Beverage Service Only	\$25.00 per set up/per day

The responsibility for payment of catering fees, space rental and equipment fees will be set forth in the building permit issued by the Cox Convention Center and will supersede any other verbal or written understand between the client and the caterer. Assignment of payment responsibility for catering and/or rental fees may be accomplished by an amendment to the building permit which should be requested by the permitted and must be signed by both parties.

Failure to follow these policies and procedures shall result in termination from our open catering list and operation in the Cox Convention Center.